



Corporation Of The City Of Kingston

Ontario

By-Law Number 2016-189

A By-Law to Consolidate the Delegation of Powers and Duties

Passed: October 4, 2016

As Amended By By-Law Number:

| By-Law Number | Passed on: |
|------------------------|-------------------|
| By-Law Number 2017-133 | July 11, 2017 |
| By-Law Number 2017-156 | September 5, 2017 |
| By-Law Number 2017-213 | October 17, 2017 |
| By-Law Number 2017-228 | November 7, 2017 |
| By-Law Number 2017-238 | December 5, 2017 |
| By-Law Number 2019-3 | December 18, 2018 |

(Office Consolidation)

By-Law Number 2016-189

A By-Law to Consolidate the Delegation of Powers and Duties

Passed: October 4, 2016

Whereas Section 8 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, provides in part, that the powers of a municipality under the Municipal Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate; and

Whereas Section 23.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, authorizes a municipality to delegate its powers and duties, subject to certain restrictions; and

Whereas Kingston's City Council has deemed that the delegation of certain administrative and legislative powers would contribute to the efficient management of the City while still adhering to the principles of accountability and transparency; and

Whereas Kingston's City Council has previously delegated authority to Committees and officers and employees of the Corporation of the City of Kingston, in a number of areas through By-law and Council Resolution, in accordance with prevailing legislation; and

Whereas Kingston's City Council considers that it is appropriate to consolidate all existing delegation of authority into one By-law;

Therefore be it resolved that the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. That this By-law may be referred to as the "Delegation of Authority By-Law".
2. Council delegates the powers, duties, and restrictions thereto as set out in the Consolidated List of Delegations of Authority (Schedule "A" to this By-law) to those officers, employees, or committees listed in Schedule "A".
3. Where this By-law has delegated authority to a Commissioner, if the Commissioner has in writing designated a Director to serve as Acting Commissioner, or where an Acting Commissioner has been appointed by Council or the Chief Administrative Officer, in the absence of the Commissioner, the Acting Commissioner may exercise the delegated authority.
4. Should any position identified in this By-law with a delegated authority, other than that of a Commissioner, no longer exist in the Corporation, then the commissioner described as responsible for the delegated authority may in writing designate another person to assume the delegated authority.

5. Where the exercise of a delegated authority requires the expenditure of money, funding for the expenditure shall be included in an approved budget and all relevant requirements of the Purchasing By-Law 2000-134, as amended, or any successor Purchasing By-Law shall be followed.
6. Where the delegated authority listed in Schedule “A” authorizes the execution of an agreement, the agreement shall be approved by the City Solicitor prior to its execution;
7. All relevant By-laws and resolutions of The Corporation of the City of Kingston shall apply to the exercise of delegated authority authorized by this By-law.
8. Council hereby confirms that it is of the opinion that all legislative powers under any Act delegated to an officer or an employee of the Corporation are minor in nature, within the meaning of Subsection 23.2 (4) of the Municipal Act, 2001, S.O. 2001, c. 25.
9. This By-law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: October 4, 2016

(Amendments to Schedule ‘A’ attached; 2017-133; 2017-156; 2017-213; 2017-228; 2017-238; 2019-3)

Schedule "A"

Consolidated List of Delegations of Authority

| Delegate | Delegated Authority Description | Enabling By-Law or Council Motion/ Resolution |
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| Director of Engineering (formerly Manager of Engineering) | Authority to evaluate applications for new entrance permits and, where culvert installation is required, provide written confirmation to the applicant of the diameter of culvert that is required to be installed | By-Law Number 79-63 Amended by 2005-154 |
| Committee of Adjustment | Empowered to grant minor variances from By-laws implementing official plan | By-Law Number 83-142 |
| City Clerk | All powers and duties under the Municipal Freedom of Information and Protection of Privacy Act | By-Law Number 98-2 |
| Committee of Adjustment | Empowered to grant minor variances from any By-law of the Corporation of the 'New' City of Kingston that Implements the Official Plan for the City of Kingston Planning Area | By-Law Number 98-3 |
| City Treasurer | Authority to determine if a low-income senior or low income individual with disabilities qualifies for deferral of residential tax increases and to request any information or documentation that is required in order to make such a decision | By-Law Number 98-216 Amended by 2002-79 |
| Director of Human Resources and Organization Development (formerly Commissioner of Human Resources) | Authority to approve staff positions from time to time provided that: <ul style="list-style-type: none"> a) Funds are available within current budgetary allocations b) All expenditures are deemed essential for the purpose of achieving the objectives of the City, and c) Alternate methods of achieving the objectives have been evaluated and proven more costly or less effective than staffing a position | Council Meeting Number 6 (minutes) 3 March 1998 , Committee of the Whole, Clause 4 |

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| Director of Public Works Services (formerly General Manager of Public Works and Transportation) | Authorized to make payments and reimbursements from the Trees for Kingston Fund | Council Meeting Number 12 (minutes) 28 April 1998 , Report Number 32, Clause 4 |
| Manager of Licensing & Enforcement (formerly Manager of Building and By-Law Enforcement) | Authority over future actions taken concerning the dispute involving the cutting of grass on the boulevard in front of 5 Gibson Avenue | Community Development Committee Meeting Number 9-98. |
| Chief Administrative Officer | Delegate the power for processing and approval of sale of industrial lands | By-Law Number 99-65 |
| Board of Pine Grove Cemetery | Authority for the administration, management, care, maintenance and improvement of the cemetery | By-Law Number 99-280 Amended by: 2010-126 |
| Chief Administrative Officer | Authority for the duties of the CAO. The By-law confirms the position and describes the authority held | By-Law Number 2002-86 . Amended by 2005-74 ; 2008-122 ; 2008-171 ; 2008-197 ; 2010-196 |
| Chief Building Official (CBO) | Authority to execute "Limiting distance Agreements" under the Building Code on behalf of the City in situations where the City's interests are not affected by such limiting distance agreements. | By-Law Number 2017-238 |
| Director of Engineering (formerly Manager of Engineering) | Authority to sign agreements with CN for cost sharing of warning systems at level rail crossings | By-Law Number 2002-173 |
| Director of Engineering (formerly Manager of Engineering) | Authority to approve the installation of all service providers that wish to install infrastructure in the City right-of-way on behalf of the City of Kingston | By-Law Number 2002-176 |
| President and CEO, Utilities Kingston | Authority to sign applications to the Ministry of the Environment and Climate Change under sections 52 and 53 of the Ontario | By-Law Number 2003-170 |

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| | Water Resources Act on behalf of the City of Kingston | |
| Director of Engineering (formerly Manager of Engineering) | Approval authority for the erection or installation of any new traffic control signal systems or traffic control signal used in conjunction with traffic control signal system that has been authorized | By-Law Number 2003-209 |
| Director of Engineering | Authority to require closure of all patios or individual patios in advance of November 30, 2017 as a result of; 1. a forecast of a winter storm, inclusive of continued temperatures below 5 degrees Celsius; or 2. a requirement by Public Works or other utility company to perform maintenance in the area of a patio | By-Law 2017-213 |
| President and CEO, Utilities Kingston | Signing authority for water compliance reports | Council Meeting Number 8 (minutes) 18 February 2003 , Report Number 24, Clause 1(n) |
| Director of Financial Services (formerly Manager of Finance) and/or the Manager of Taxation and Revenue | Authority of the Treasurer under the Alternative Instalments (Pre-Authorized) Tax Payment Program | By-Law Number 2003-368 |
| Director of Engineering (formerly Manager of Engineering) | Authority to approve encroachment over easement agreements with private property owners, in a form satisfactory to the Legal Services Division | Council Meeting Number 20 (minutes) 13&14 July 2004 , Report Number 66, Clause (b) |
| Manager of Taxation & Revenue | The City's responsibility relating to assessment and taxation appeal matters | By-Law Number 2005-58 |
| Director of Engineering (formerly Manager of Engineering) | 2. May temporarily close any highway or portion of a highway in accordance with the "Policy Framework – Delegated Authority for Road Closures" for the following purposes: (a) The construction, repair or improvement of the highway or portion of the highway or the construction or repair of any works, under, over, along, across, or | By-Law Number 2005-255 . Amended by 2015-119. |

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| | <p>upon the highway or portion of highway;</p> <p>(b) Any social, recreational, community, athletic, or cinematographic purpose, or a combination of such purposes</p> <p>3. Notwithstanding the provision of section 1 of this By-law, Council shall retain all powers and authority under Section 42 of the <i>Ontario Municipal Act, 2001</i> where:</p> <p>(a) The Manager or his/her designate, or in the absence of a designate the Commissioner of Planning & Development Services, at his/her sole discretion refers to the matter to Council;</p> <p>(b) The applicant requests in writing that the matter be referred to Council; or</p> <p>(c) Any member of City Council requests, in writing to the Manager, that the request for the temporary road closure approval be referred to Council. Upon receipt of such request, the Manager shall refer the matter to Council.</p> <p>4. Notwithstanding the provisions of section 1 of this By-law, prior to approving any temporary road closure, the Manager shall notify the Mayor and Council of the pending closure</p> | |
| <p>Director of Planning, Building & Licensing</p> <p>(formerly Director of Planning and Development)</p> | <p>Council's power and authority with respect to all matters provided for by 51. (58) of the <i>Planning Act, 1990</i>, As Amended, is hereby delegated to the Director of Planning and Development;</p> <p>Mayor and Clerk are authorized to sign and seal all model home agreements and pre-servicing agreements which have been approved by staff in order to permit model home construction prior to final subdivision approval</p> | <p>By-Law Number 2006-75.</p> <p>[Consolidation of prior Planning Act delegations of authority]</p> <p>Amended by 2006-209; 2009-179; 2012-104</p> |
| <p>Director of Engineering</p> | <p>Be authorized to approve the dedication of the following city-owned lands for public highway, lane or walkway purposes, in the absence of explicit council authority where:</p> <p>(a) The lands have been acquired or accepted for a public highway, lane or walkway purposes pursuant to a development review, council approval or delegated authority;</p> <p>(b) The reserves on registered plans or</p> | <p>By-Law Number 2006-116</p> |

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| | <p>lands used as reserved are no longer needed to control access to an abutting property;</p> <p>(c) Council’s intent to open a road can be implied from one or more documents such as Official Plan, Kingston Transportation Master Plan, or other written documentation with specific reference to the road; or</p> <p>(d) The lands are used by the public as public highway, lane or walkway</p> <p>2. Be authorized to approve the issuance of the “Preliminary Certificate of Approval of the Works” (PCAW) to accept the public works within the subdivision;</p> <p>3. Be authorized to release easements, blocks, and/or lots taken in favour of the City for the purpose of temporary turning circles or temporary access roads, as well as temporary storm water management facilities within subdivisions;</p> <p>4. Be authorized to take all steps necessary to implement the proposed dedication, approval or release referred to in recommendations 1,2 and 3, including ensuring that the relevant by-law is placed on the Council agenda and that payment of any costs related to the dedication, approval or release are made, to register the resultant by-law, release or other documentation in the Land Registry Office;</p> <p>6. That prior to the approval of any proposed dedication of land or release of easement, the Director of Engineering inform the affected district 8ouncilor, who will have the option of referring the proposed dedication of land or release of easement to Council</p> | |
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| <p>Director of Facility Management & Construction</p> <p>(formerly Director, Growth and Initiatives)</p> | <p>Authority to enter into amending agreements with neighbouring land owners of the Grand Theatre to add encroachments, to extend parking agreements and to provide for any other matters into existing or new legal arrangements; and</p> | <p>Council Meeting Number 22 (minutes) 24 October 2006, Report Number 114, Clause 1</p> |
| <p>Director of Planning, Building and Licensing</p> <p>(formerly Director of Planning and Development)</p> | <p>Authority to approve applications for tree removal.</p> | <p>By-Law Number 2018-15</p> |
| <p>Fire Chief</p> | <p>Authority to take all proper measures for the prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act</p> | <p>By-Law Number 2007-193 Amended by 2012-163; 2014-118</p> |
| <p>Manager of Taxation & Revenue</p> | <p>Authority to enter into agreements, in a form satisfactory to the Director of Legal Services, with the Municipal Property Assessment Corporation (MPAC) for the electronic download of property assessment information from the Municipal Property Assessment Corporation's Municipal Connect website</p> | <p>Council Meeting Number 12 (minutes) 15 May 2007, Report Number 51, Clause I</p> |
| <p>Director, Strategy, Innovation & Partnerships</p> | <p>Authority with regard to airport operations including agreements, licences, and contracts</p> | <p>By-Law Number 2008-98</p> |
| <p>Director of Engineering</p> | <p>Authorized to designate a lower rate of speed for vehicles traveling in construction zones</p> | <p>By-Law Number 2009-80</p> |

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| <p>Director of Transportation Services</p> <p>(formerly Commissioner of Corporate Services)</p> | <p>Authorized to develop agreements with sales agencies for the sales of transit smart cards</p> | <p>By-Law Number 2009-109</p> |
| <p>Commissioner of Community Services</p> <p>(formerly Commissioner of Community Development Services)</p> | <p>Authority to execute service agreements on behalf of the City of Kingston, in a form satisfactory to the Director of Legal Services, with providers of health care and health related services and programs not offered through the City of Kingston to the residents of Rideaucrest Home for services such as dental care and oral hygiene, physiotherapy, and pharmacy and prescription drug dispensing services that are made available on premises to the residents of Rideaucrest Home from time to time</p> | <p>Council Meeting Number 22 (minutes) 17 November 2009, Report Number 116, Clause (f)</p> |
| <p>Director of Legal Services and City Solicitor</p> | <p>Authority over a variety of administrative matters</p> | <p>By-Law Number 2010-179</p> |
| <p>Manager of Licensing & Enforcement</p> | <p>Authorized to appoint livestock valuers and fence viewers</p> | <p>By-Law Number 2010-194</p> |
| <p>Director of Financial Services; Director of Engineering</p> | <p>Authority over various routine processes related to tile drainage loan applications under the tile drainage act</p> | <p>By-Law Number 2010-195</p> |
| <p>Mayor and City Clerk</p> | <p>Authorized to enter into a demand response agreement with EnerShift for a term of three years ending May 31, 2013, in a form satisfactory to the Director of Legal Services- and further –</p> <p>THAT Council give staff delegated authority to extend, amend or add other facilities to the agreement as required and as opportunities arise</p> | <p>Council Meeting Number 12 (minutes) 20 April 2010, Report Number 55, Clause (f)</p> |

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| <p>Director of Real Estate & Environmental Initiatives</p> <p>(formerly Director of Real Estate & Construction Services)</p> | <p>Authority to expedite the procurement of all necessary professional services to complete the CAF Intake 2 employment land projects within the timelines mandated by Industry Canada through the use of section 4.6(i) of the Purchasing By-Law which delegates the authority to issue contracts on a Time Sensitive basis where the time available to follow normal procedures is insufficient, including to ensure a sequence of contracts meets an overall timetable</p> | <p>Council Meeting Number 12 (minutes) 20 April 2010, Report Number 55, Clause (g)</p> |
| <p>City Solicitor and Director of Legal Services</p> | <p>Authority to approve future requests from the Confederation Place Hotel for the City to enter into Consents and Acknowledgements arising from new mortgages or increases of existing mortgages placed on the Confederation Place Hotel</p> | <p>Council Meeting Number 6 (minutes) 15 February 2011, Report Number 20, Clause 4</p> |
| <p>Chief Information Officer</p> | <p>Authority to enter into recurring annual agreements with respect to the continuance of technical software support services with Oracle Corporation, subject to annual review</p> | <p>Council Meeting Number 7 (minutes) 1 March 2011, Report Number 24, Clause (b)</p> |
| <p>Mayor and City Clerk</p> | <p>Authority to enter into an agreement with The Boiler Room Climbing Gym, for the coordinated program deliver of the Walls and Waves summer camp program, in a form satisfactory to the Director of Legal Services, and further, authority to enter into such agreement annually</p> | <p>Council Meeting Number 12 (minutes) 17 May 2011, Report Number 52, Clause (i)</p> |
| <p>Airport Manager</p> | <p>Authority for the removal of trees on approach to the Kingston Airport</p> | <p>Council Meeting Number 16 (minutes) 19 July 2011, Report Number 73, Clause (b)</p> |
| <p>Director of Recreation and Leisure Services and/or Commissioner of Community Services</p> | <p>Authority for discretionary fee adjustments due to service interruptions</p> | <p>Council Meeting Number 19 (minutes) 20 September 2011, Report Number 91, Clause (d)</p> |
| <p>Commissioner of Corporate and Emergency Services</p> | <p>Authority to negotiate and enter into agreements with third parties for the provision of alternate locations for the municipal Emergency Operations Centre</p> | <p>Council Meeting Number 24 (minutes) 15 November 2011, Committee of the Whole</p> |

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| City Treasurer | Where a surplus exists in any given year from net assessment growth, authority to consider transferring funds from the surplus to offset the Development Charges and Impost Fees exemptions for that year, thereby accelerating the allocation of the tax incremental financing program and bringing assessment growth to the operating fund sooner | Council Meeting Number 24 (minutes) 15 November 2011, Report Number 11, Clause (1) |
| City Treasurer | Authority to review and recommend for execution by the Mayor and Clerk, service agreements, subject to the satisfaction of the Legal Services Department, with any board or agency of the City for which services are provided by city administrative departments, including accounting and financial reporting services, information technology support or other related support services; and authority to respond on behalf of the city administrative departments to appropriate competitive procurements of any boards or agencies of the City | Council Meeting Number 3 (minutes) 20 December 2011, Report Number 9, Clause (11) |
| Mayor and City Clerk | Authority to execute all documents and agreements related to the Municipal Home Ownership Program and AHP Home Ownership Program as approved by the Commissioner, Community Services | Council Meeting Number 12 (minutes) 3 April 2012, Report Number 46, Clause (b) |
| Director of Planning, Building and Licensing (formerly Director of Planning and Development) | All the authority that Council has respecting the granting of permits to approve minor alterations to designated properties Authority under the Ontario Heritage Act, to request, receive, review and accept or reject plans, information, reports and any other documentation required to make a decision, when an application is made under the Act Authority to process permits in accordance with the terms of By-Law 2013-141 | By-Law Number 2013-141 |
| Director of Housing & Social Services (formerly Director of the Housing Department) | Authority to approve the allocation of funding for the creation of affordable housing secondary suites | By-Law Number 2013-180 |

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| <p>Director of Real Estate & Environmental Initiatives (formerly Director of Real Estate & Construction Services)</p> | <p>Authority to approve subsequent renewals of the agreement with Hydro One for trail lands, satisfactory to the Director of Recreation and Leisure and the Director of Legal Services</p> | <p>Council Meeting Number 2 (minutes) 18 December 2013, Report Number 10, Clause c)</p> |
| <p>Chief Information Officer</p> | <p>Authority to enter into recurring annual agreements with respect to the continuance of technical software support services with Intelliware Development Inc. for LifeRay Enterprise Portal software, subject to annual review</p> | <p>Council Meeting Number 4 (minutes) 22 January 2013, Report Number 28, Clause 2)</p> |
| <p>Director of Real Estate & Environmental Initiatives (formerly Director of Real Estate & Construction Services) and the Director of Recreation and Leisure Services</p> | <p>Authority to approve the execution of license agreements for all existing Partner Groups – Sports and Recreation as outlined in Report 13-228 and who are eligible under Section 15 of the Revenue Leasing and Licensing Policy</p> | <p>Council Meeting Number 16 (minutes) 18 June 2013, Report Number 86, Clause (a)</p> |
| <p>Mayor and City Clerk</p> | <p>Authority to enter into agreements with the Community Foundation for Kingston and Area on an annual basis</p> | <p>Council Meeting Number 19 (minutes) 10 September 2013, Report Number 108, Clause (d)</p> |
| <p>Commissioner of Community Services (formerly Commissioner of Corporate and Strategic Initiatives)</p> | <p>Authority to amend these (museum) policies for minor issues of clarification, formatting and updating when corporate policies are approved to ensure legislative changes are reflected in the policies</p> | <p>Council Meeting Number 22 (minutes) 15 October 2013, Report Number 118, Clause (1)</p> |
| <p>Mayor and City Clerk</p> | <p>Authority to enter into annual agreements with the Ministry of Tourism, Culture and Sport for Celebrate Ontario project funding in support of the sheep dog trials event</p> | <p>Council Meeting Number 23 (minutes) 5 November 2013, Report Number 119, Clause I</p> |

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| Director of Cultural Services | Authority to apply for an execute all documentation required to obtain approval from the Alcohol and Gaming Commission of Ontario for a liquor license application to the Grand Theatre | Council Meeting Number 2 (minutes) 17 December 2013 , Report Number 9, Clause (d) |
| Commissioner of Community Services (formerly Commissioner of Corporate and Strategic Initiatives) | Authority to approve agreements for the acquisition of real property...provided the value of the consideration does not exceed \$100,000; Authority to approve agreements for the disposal of real property...provided the value of the consideration does not exceed \$100,000; Authority to approve leases, licenses and other forms of temporary access agreements for real property | By-Law Number 2014-141 |
| Chief Administrative Officer | Authority to delegate authority when positions identified in the By-law no longer exist | By-Law Number 2014-141 |
| City Treasurer, Director of Legal Services, and City Solicitor | Authority to approve agreements entered into pursuant to the provisions of the City of Kingston Development Charge By-Law and the City of Kingston Impost Fee By-Law | By-Law Number 2014-179 |
| Mayor and City Clerk | Authority to enter into annual agreements with the Ontario Tourism Marketing Partnership Corporation to submit and Ontario Tourism Marketing Partnership Corporation Marketing Funding application in support of the Sheep Dog Trials Festival | Council Meeting Number 1 (minutes) 3 December 2013 , Report Number 2, Clause (g) |
| Commissioner of Community Services | Authority to execute contracts and agreements that are implemented to provide health care and support services to residents pursuant to regulatory requirement in a form satisfactory to the City Solicitor that do not exceed \$50,000 in expenditure out of the municipal budget | Council Meeting Number 15 (minutes) 15 April 2014 , Report Number 49, Clause f) |

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| <p>Environment Director (formerly Director of Environment and Sustainability)</p> | <p>Authority to enhance the administration of the Brownfield Community Improvement Plan Program using a sliding scale approach to each eligible application so that benefits are proportional to: (1) the degree of environmental encumbrance relative to the value of the proposed redevelopment project; and (2) to the area of land as a percentage that requires remediation in order that the goal of creating a “level playing field” for brownfield development through the CIP is maintained</p> | <p>Council Meeting Number 20 (minutes) 3 June 2014, Report Number 68, Clause b)</p> |
| <p>Chief Information Officer</p> | <p>Authority to enter into recurring maintenance and support agreements with Accela Inc., subject to annual review and in a form satisfactory to the Director of Legal Services</p> | <p>Council Meeting Number 21 (minutes) 17 June 2014, Report Number 71, Clause i)</p> |
| <p>Director of Planning, Building and Licensing</p> | <p>Authority for approval of any further adjustments required to the Scope of Work for alterations under the Ontario Heritage Act to 370 King Street West (J.K. Tett Centre) under the Ontario Heritage Act for the remainder of the project, including the issuance of heritage permits, as required</p> | <p>Council Meeting Number 32 (minutes) 18 November 2014, Report Number 11, Clause i)</p> |
| <p>Commissioner of Community Services</p> | <p>Authority to:</p> <ul style="list-style-type: none"> • Enter into service agreements with the Province or its agents for funding and cost shared programs and initiatives related to the delivery of social assistance, social housing, homelessness, child care, EarlyON, homemaking, social services, health and long term care. • Enter into service agreements with service providers, related to social services programs and service delivery (including provincially selected/recognized technology, information services and data suppliers) and affiliation agreements with educational institutions and training agencies. • Enter into service agreements between the City and Service Providers, for the implementation of provincial programs, cost shared programs and initiatives, funding and other agreements related to provincial and municipal programs and | <p>By-Law Number 2019-3</p> |

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| | <p>other social services essential and or beneficial to the wellbeing of the community, including but not limited to funding for rent supplements, the seniors centre, eviction prevention, emergency shelter services, homeless services and residential housing supports.</p> <ul style="list-style-type: none"> • Enter into service agreements with service providers associated with municipal emergency response and reception centre operations. • Submit grant applications and agreements providing that they are time sensitive and they support and enhance an existing service and/or program and is within the approved operational budget. <p>Sign for budget schedules, contract addenda, service description documents, financing postponements, releases and assignments, contract amendments, amending agreements and any agreements containing personal information of individual recipients.</p> | |
| <p>Commissioner of Community Services</p> <p>(formerly Commissioner of Corporate & Strategic Initiatives)</p> | <p>Authority to provide an exemption to the moratorium on commemorative monument in parks and public spaces to allow for an addition to the existing monument in Navy Memorial Park</p> | <p>Council Meeting Number 4 (minutes) 6 January 2015, Report Number 5, Clause a)</p> |
| <p>Chief Information Officer</p> | <p>Authority to enter into annual maintenance agreements with Synergy Data Centres, at a total yearly cost of \$15,850 plus HST</p> | <p>Council Meeting Number 8 (minutes) 17 February 2015, Report Number 18, Clause j)</p> |
| <p>Commissioner of Community Services</p> | <p>Authority to enter into any renewals with Docupet Inc. after the initial five year contract</p> | <p>Council Meeting Number 13 (minutes) 21 April 2015, Report Number 37, Clause b)</p> |
| <p>Chief Administrative Officer</p> | <p>Authority to enter into agreements as necessary with the private sector organization to manage the day-to-day operations of the small business accelerator centre</p> | <p>Council Meeting Number 17 (minutes) 16 June 2015, Report Number 61, Clause 2</p> |

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| Commissioner of Community Services or the Cultural Director as delegate | Authority to execute contracts and agreements related to the work of the Cultural Services Department in a form satisfactory to the City Solicitor and consistent within the approved municipal budget | Council Meeting Number 19 (minutes) 11 August 2015 , Report Number 75, Clause d |
| Mayor and City Clerk | Authority to execute Service Level Agreements between the City and Service Providers for services related to the mandate of the Cultural Services Department and the recommendations contained in the Kingston Culture Plan | Council Meeting Number 19 (minutes) 11 August 2015 , Report Number 75, Clause d |
| Mayor | Authority to approve and sign Grant Applications that enable Cultural Services to access funding from higher levels of government and private foundations to build partnerships, secure alternative sources of revenue and raise Kingston's profile at a regional, provincial and national level | City Council Meeting Number 19 (minutes) 11 August 2015 , Report Number 75, Clause d |
| Cultural Director or Designate | Authority to administer the Public Art Policy to allow staff to initiate the implementation of the Public Art Master Plan previously approved by Council in 2014 and to revise and update the Public Art Policy as needed | City Council Meeting Number 25 (minutes) 3 November 2015 , Report Number 102, Clause 2 |
| Environment Director (formerly Director of Environment & Sustainable Initiatives) | Authority to continue working with third parties to enable the City of Kingston's inclusion in funding requests to the Government of Ontario's Electric Vehicle Chargers Ontario (EVCO) incentive Program; and Authority to enter into any application or other documentation required to commit participation, on terms reasonable to the Commissioner of Community Services (formerly Commissioner of Corporate & Strategic Initiatives), in both or either the consortium bid to the EVCO program by Plug N Drive and/or by ChargePoint | City Council Meeting Number 5 (minutes) 2 February 2016 , Report Number 25, Clause I |
| Director of Transportation Services | Authority to approve extensions to an agreement with the Kingston Tennis Club Inc., under the same terms and conditions | City Council Meeting Number 11 (minutes) 22 March 2016 , Report Number 35, Clause (f) |
| Chief Information Officer | Authority to further renew or amend the General Municipal Licence Agreement with Teranet | City Council Meeting Number 147 (minutes) 03 May 2016 , Report Number 52, Clause (i) |

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| Commissioner of Community Services | Authority to review and make amendments to the Newcomer Welcome Gift program, as appropriate and required to support newcomers in Kingston, that are within the scope of the approved budget | City Council Meeting Number 20 (minutes) 12 July 2016 , Report Number 77, Clause 2 |
| Commissioner of Community Services | Authority to redistribute the Council approved yearly funding between the Spay/Neuter voucher program and the Trap, Neuter, Vaccinate, Release/Return program, depending on demand and need | City Council Meeting Number 21 (minutes) 9 August 2016, Report Number 82, Clause 1 |
| Commissioner of Community Services or Delegate | Authority to amend the Film Policy for procedural purposes | City Council Meeting Number 1 (minutes) 6 December 2016 , Report Number 4, Clause 3 |
| Director of Recreation & Leisure Services | Authority to enter into license agreements with community groups, for the purpose of granting permission to use City-owned lands for the purpose of growing and harvesting of fruit trees, nut trees and/or shrubs, as outlined in the Community Orchard & Edible Forest Policy | City Council Meeting Number 1 (minutes) 6 December 2016 , Report Number 5, Clause 1 |
| Director of Transportation Services or Designate | Authority to appoint persons for the purpose of issuing parking infraction notices under the provisions of By-Law Number 99-166 on designated properties, and to revoke the authorization of any person as deemed necessary | City Council Meeting Number 2 (minutes) 20 December 2016 , Report Number 12, Clause (a) |
| Representatives of Utilities Kingston | Authority to act, on behalf of the Corporation of the City of Kingston, in order to comply with the legislated requirements of the Ontario Cap and Trade Program | City Council Meeting Number 2 (minutes) 20 December 2016 , Report Number 13, Clause 3 |
| Utilities Kingston | Authority to execute any required operational documents that falls within the provisions of the Ontario Cap and Trade Program | City Council Meeting Number 2 (minutes) 20 December 2016 , Report Number 13, Clause 3 |
| Utilities Kingston | Authority for requesting multiple draws on the revolving letter of credit for the Ontario Cap and Trade Program | City Council Meeting Number 6 (minutes) 21 February 2017 , Report Number 26, Clause 2 |

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| Fire Chief | Approval and signing authority to execute agreements and any other documents to provide fire and public safety training, facility and equipment rentals, and other related fees for services to external clients | City Council Meeting Number 9 (minutes) 21 March 2017 , Report Number 38, Clause A |
| Chief Information Officer | Authority to renew subsequent data license agreements, subject to review by and in a form satisfactory to the Director of Legal Services | City Council Meeting Number 10 (minutes) 4 April 2017 , Report Number 44, Clause A |
| City Clerk | Authority to issue letters of support for future requests of breweries and wineries located within the boundaries of the City of Kingston for "By the Glass" Manufacturer's Limited Liquor Sales Licences to sell and serve their beer or their wine to patrons for consumption at their manufacturing site | City Council Meeting Number 11 (minutes) 18 April 2017 , Report Number 47, Clause G |
| Chief Administrative Officer | Authority to sign grant applications related to assisting the implementation of the Workforce and In-Migration Strategy | City Council Meeting Number 12 (minutes) 25 April 2017 , Report Number 51, Clause 1b. |
| Chief Information Officer | <p>Authority to enter into OECM Client/Supplier agreements for IT professional services/IT technical support services, as required, subject to project requirements, budget availability and review by and in a form satisfactory to the Director of Legal Services</p> <p>Authority to review, approve and release future software source code developed and owned by the City, to the Open Source community under appropriate licensing terms, where there is likely to be benefit to the corporation, partners and/or the community</p> | City Council Meeting Number 13 (minutes) 2 May 2017 , Report Number 52, Clauses B, G |
| Chief Information Officer | Authority to enter into recurring maintenance and support agreements with Perfect Mind Inc., subject to annual review and in a form satisfactory to the Director of Legal Services | City Council Meeting Number 14 (minutes) 16 May 2017 , Report Number 58, Clause 2 |

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| <p>Director of Planning, Building & Licensing</p> | <p>Authority to sign the “Authorized Requester Agreement” and enter into future agreements with the Ministry of Transportation, to enable the City to continue to obtain vehicle owner information to assist in investigations into violations of specific city by-laws</p> <p>Authority to be the “Authorized Signatory” for the purposes associated with the “Authorized Requester Agreement”</p> | <p>City Council Meeting Number 18 (minutes) 11 July 2017 , Report Number 75, Clause 7</p> |
| <p>Director of Transportation Services or Designate</p> | <p>Authority to renew the agreement between the City of Kingston and Kingston Access Services for an additional 12-month period</p> | <p>By-Law 2017-228 City Council Meeting Number 24-2017, Clause 6 Report 107</p> |